

High Sick Leave Consumption Human Resources



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Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
<p>Baseline: FY13 average rate 3%</p> <p>Goal: Compared to FY13, reduce the number of high sick leave consumers to <=10% (2 employees) of total employees each month.</p> <p>Benchmark: 11% LMG Top Quartile Oct2014</p>	<p>Data Source: Payable Time Peoplesoft</p> <p>Goal Source: Enterprise KPI for productivity</p> <p>Benchmark Source: OPI sick leave study</p>	<p>Plan-Do-Check-Act Step 8: Monitor and diagnose</p> <p>Measurement Method: # of employees who used 9 or more out of 12 sick days in a 12 month period; rate calculated by dividing by total employees</p> <p>Why Measure: Promote a culture in which sick time is used appropriately</p> <p>Next Improvement Step: Determine as needed root causes of what makes performance less than desirable</p>

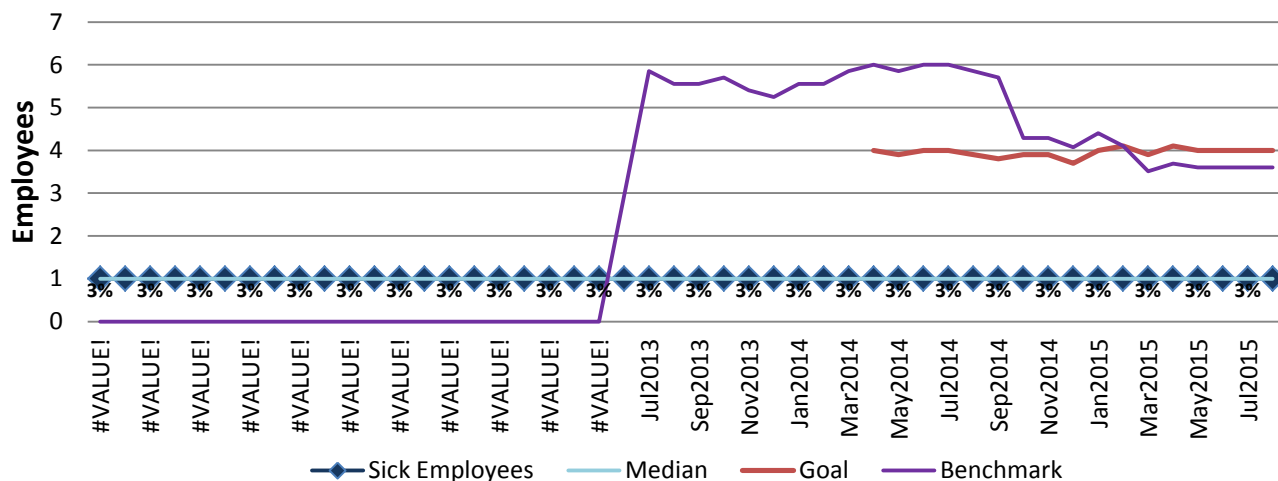
How Are We Doing?

Sep2014-Aug2015 12 Month Avg Goal	Sep2014-Aug2015 12 Month Average		Aug2015 Goal	Aug2015 Actual	
4	1		4	1	
Employees	Employees		Employees	Employees	

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Good



Root cause analysis is not necessary because there is no gap between the goal and current performance.